

DEPARTMENT OF THE ARMY  
Corps of Engineers, Missouri River Division  
P.O. Box 103, Downtown Station  
Omaha, Nebraska 68101-0103

MRD-R 690-1-16

CEMRD-RM

Regulation  
No. 690-1-16

1 June 1992

Civilian Personnel  
COMPTROLLER CAREER INTERN PROGRAM

1. Purpose. This regulation establishes policies and procedures for the employment and training of comptroller career interns in the Missouri River Division.

2. Applicability. This regulation applies to all comptroller interns at the GS-5 and/or GS-7 level within the Missouri River Division Office, Omaha and Kansas City District Offices.

3. References.

- a. AR 690-950
- b. AR 690-950-11

4. Responsibilities.

a. The Director, Resource Management Directorate (CEMRD-RM) is responsible for overall management of the Comptroller Career Intern Program.

b. The Chiefs, District Resource Management Offices are responsible for management of the program within their respective offices.

5. Policies.

a. The Comptroller Career Intern Program will consist of a two-year program for interns hired at the GS-5 level and a one-year program for interns hired at the GS-7 level.

b. The two-year program will include rotational assignments of at least three months in each of the functional areas of the Resource Management Office, and the one-year program will include reasonable periods of assignments in each functional area. In addition, to the extent possible and practicable, the program should include assignments in other district organizations. The Accounting Trainees Program will include rotational assignments of at least three months temporary duty at Kansas City or Omaha District, depending on their duty stations. Not more than six months may be devoted to specialized training to prepare the intern for a permanent assignment upon completion of the program. Specialized training will consider both the

needs of the district office and the desires and qualifications of the trainee.

c. Formal training courses will be used to the extent possible to augment on-the-job rotational training. Each trainee in the 510 series will attend the Corps of Engineers Finance Accounting System Training (CEFAST) course during the second year of the training program. Each trainee in the 560 series will attend the Budget Training Course for Corps Employees (BUTRAN) during the second year of the training program. Appropriate courses at the Army Management Engineering College (AMEC) should be selected for trainees in the 343 or 560 series.

d. Unless approved in writing by the Director, CEMRD-RM, DA interns will not be withdrawn from the training program for assignment to a permanent position.

## 6. Procedures.

a. The Chiefs, District Resource Management Offices will:

(1) Recruit interns in accordance with intern projections set forth in long range staffing plans to occupy trainee space allocations provided by the Department of Army Civilian Training, Education and Development (ACTED) Program or the District Engineer. Inputs should be planned to insure that highly qualified intern graduates are available for anticipated vacancies in the permanent work force.

(2) Prepare a training plan for each intern outlining scheduled assignments and dates for the entire training period. Revisions should be made when there are conflicts which preclude assignments as originally planned. Copies of each plan and revisions thereto, will be provided to Director, CEMRD-RM within two weeks of District preparation.

(3) Ensure that interns are evaluated by supervisors upon completion of each assignment, but no less frequently than every four months. Narrative statements will also be obtained from the intern at the time of each evaluation on his/her assessment of the assignment and his/her progress in the program. Copies of each evaluation and intern statement will be provided to Director, CEMRD-RM within two weeks of District preparation.

(4) Assign interns to permanent positions upon completion of the program based upon needs of the organization, taking into consideration the desires of the interns.

b. Director, CEMRD-RM will:

(1) Provide overall guidance for the program.

(2) Coordinate intern training in the audit field through Resident Audit Offices.

/s/  
JOHN E. SHAUFELBERGER  
Colonel, EN  
Commanding

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